



**Millcreek Township School District**  
**Notarized Residency Affidavit**  
Parent/Guardian lives with another Millcreek Resident

Version 5.0  
6/14/19

**Parent and Millcreek Resident instructions:**

If your family is living with another Millcreek resident temporarily, you may enroll your child to MTSD by following the steps listed below. The parent/guardian of the child and the resident are required to appear before the Central Registration office for this process, by appointment only, at 3740 West 26<sup>th</sup> Street, Erie, PA 16506. This affidavit must be renewed each year. You may contact us at 814-835-5312.

**1. ADDRESS VERIFICATION:**

I/We understand that all of the information provided here is correct and current. I/We also understand that if residency should change for any reason, it is the responsibility of the resident to notify the Millcreek Township School District and amend the Residency Affidavit. Any false information provided can be punishable by law and will hold all parties responsible **for a non-resident fee.**

I/We, \_\_\_\_\_ reside at \_\_\_\_\_  
Parent/Guardian Name Millcreek Resident's Address

owned by \_\_\_\_\_  
Millcreek Resident's Name Relationship

**2. PROOF OF RESIDENCE IN MILLCREEK:**

Resident MUST provide three (3) documents:

- Proof of ID: Valid PA Driver's License with Address Update Card or PA Identification Card or Military Photo ID
- AND-
- Public Utility Bill: Penelec, National Fuel or Water/Sewer Bill
- AND-
- Millcreek School or Millcreek Township/County Tax Bill, Deed, or Closing Disclosure Statement

Note: AFFIDAVITS WILL NOT BE ACCEPTED ON A LEASE AGREEMENT

\*\*\*We CANNOT accept Bank or mortgage loan statements, phone bills, credit card bills or temporary driver's licenses\*\*\*

Parent MUST provide:

- Residency Affidavit (signed/dated/notarized)
- AND-
- Proof of ID: Valid PA Driver's License with Address Update card or PA Identification Card or Military Photo ID
- AND-
- Two additional mailings OR bills in parent name
- AND-
- Household Form

See other side

### 3. ACKNOWLEDGEMENT:

**I acknowledge and agree to the following statements (parent initial each one below):**

- \_\_\_\_\_ My child resides with me \_\_\_\_\_ days per week at the address proven, which is my primary residency.
- \_\_\_\_\_ I agree to notify MTSD within five (5) days when I change my residence either within or outside MTSD.
- \_\_\_\_\_ Home visitation and/or other residency verification is part of a periodic process to confirm current residency status.
- \_\_\_\_\_ The District will actively investigate all cases when it has reason to believe that residency status has changed and/or that false information has been provided. Verification may include home visits.
- \_\_\_\_\_ The District may refer cases in which false information has been intentionally provided to our solicitor for further investigation.
- \_\_\_\_\_ Investigations that reveal students have enrolled on the basis of providing false information will lead to immediate withdrawal and billing for a non-resident fee.
- \_\_\_\_\_ I understand that a person who knowingly provides false information for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both.
- \_\_\_\_\_ I understand that the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with 24 P.S. 25-2561 during the period of enrollment.

### 4. REQUIRED NOTARIZATION:

Through our notarized signature, we understand that the school district, pursuant to guidelines issued by the Department of Education and their own written policy, may require other reasonable information to be submitted to confirm this sworn statement.

\_\_\_\_\_  
Parent or Guardian's Notarized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Millcreek Resident's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary's Signature or Stamp

\_\_\_\_\_  
Date

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment.